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ADMINISTRATIVE - INTERNAL USE ONLY

**PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
5 July - 11 July 1984**

I. Items or Events of Major Interest that Have Occurred During the Preceding Week

A. Public Affairs Office: The Public Affairs Office has requested the printing of an additional 10,000 copies each of the Acme of Skills and Factbook on Intelligence. These publications are high-quality recruitment brochures which contain complex process color graphics. Both publications were printed previously this fiscal year.

B. Management Information System (MIS):

1. Job Scheduling/Tracking Module: Production use of the Job Scheduling and Job Tracking Module was started on July 9, following two weeks of live testing throughout P&PD. The system provides Production Managers with real time visibility of the production environment in the plant.

C. NPIC/P&PD Study: A joint NPIC-P&PD Staff Study to evaluate similar and duplicate operations and career service status of the two components has been started. P&PD team members were briefed at the NPIC facility on July 5, and the NPIC team members will be briefed on the P&PD operation on 11 July.

D. Digital Prepress: The installation and testing of the Release 4 hardware and software continues slowly. A training schedule has been established to include the four Prepress System Operators in the testing of the upgrade in order to speed up the installation and have trained operators on all three shifts.

II. Significant Events Anticipated During the Coming Week

None



C/P&PD/OL

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